



UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER

GruO 5040.1B

Insp

14 Oct 04

GROUP ORDER 5040.1B

From: Commanding General

To: Distribution List

Subj: COMMAND INSPECTION PROGRAM (CIP)

Ref: (a) MARCORMAN

(b) MCO 5040.6G

(c) ForO 5040.4A

(d) MCO 3501.7A

Encl: (1) Command Inspection Program Guidelines

(2) External Inspections

(3) List of applicable AIRS Checklists

(4) MCCRES

(5) Unit Inspection Report

1. Purpose. This order establishes the overall concept of the Command Inspection Program (CIP), provides appropriate guidance and sets forth administrative procedures in support of the program per the references. Reference (b) establishes the Marine Corps inspection process and assigns inspection authority and responsibility to the Commanding General Fourth Force Service Support Group (CG, 4th FSSG).

2. Cancellation. Group Order 5040.1A.

3. Role of Commanders and Inspectors. All commanders in the 4th FSSG will be held responsible and accountable for the readiness of their units to execute the missions assigned to them. The Group's Assistant Chief of Staff, G-7 (AC/S, G-7), as well as all inspectors in the Group, are chartered to assist in evaluating critical areas essential for mission performance and ensure compliance with current regulations and policies.

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4. Background

a. Reference (a) requires all Marine Corps commanders to regularly evaluate the capability of their commands to accomplish assigned missions and to seek assistance when needed.

b. References (b) and (c) require the 4th FSSG to develop and execute a CIP that evaluates and reports on the capabilities of all units to accomplish their assigned missions.

c. Reference (d) will be used to evaluate 4th FSSG units assigned to Combined Arms Exercises (CAX), Firing Exercises (FIREX), and other major training evolutions.

5. Objectives. The CIP is designed to accomplish the following objectives:

a. Ensure 4th FSSG unit compliance with, and the continued relevance of, pertinent laws, regulations, Marine Corps Orders, Force Orders and Group Orders.

b. Assess, assist and enhance the ability of a unit to prepare for and to perform its assigned mission.

c. Improve the operational, administrative, personnel, material, and training readiness of SMCR units of the 4th FSSG by identifying problem areas, and recommending corrective action.

d. Improve the mobilization and combat readiness of SMCR units of the 4th FSSG by identifying problem areas and recommending corrective action.

e. Report findings, internal or external to the inspected unit, which may indicate significant systemic issues.

6. Command Inspection Program

a. Internal

(1) Commanding General's Inspection. The Commanding General's Inspection (CGI) falls under the purview of the Commanding General. All 4th FSSG units shall be inspected

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utilizing pertinent checklists from the Automated Inspection Reporting System (AIRS) and other checklists as directed by the Commanding General. The CGI is a bottom-up process designed to survey individual and unit readiness. The responsibility for readiness is placed on the individual Marine, the unit commander supported by the Inspector-Instructor (I-I) staff, and the Commanding General. The AIRS checklists shall be used for all functional areas. The focus is on combat readiness and process improvement. The CGI may also be used as a scheduled or announced inspection conducted by the Commanding General with assistance from Marine Forces Reserve (MARFORRES) as requested. The CGI shall include those items and functional areas listed as part of AIRS and may exclude those items inspected during external inspections conducted within the previous two years. In addition, the CGI will evaluate combat readiness and training of those units identified for mobilization. The Commanding General may also schedule a no notice inspection, at his discretion. Enclosure (1) provides guidance to consider when preparing for inspections.

(2) Marine Corps Combat Readiness and Evaluation System (MCCRES). The CG, 4th FSSG has directed that the Combat Service Support Element (CSSE) command element and detachments associated with the Combined Arms Exercise (CAX) and Fire Exercise (FIREX) be evaluated on an annual basis. The Mission Performance Standards (MPS) noted in reference (d), will be the basis for evaluating those 4th FSSG units involved in CAX and FIREX evolutions. A report will be prepared and submitted to the CG, 4th FSSG upon completion of each evaluation.

b. External. COMMARFORRES conducts commodity inspections such as safety, environmental, EKMS, communications, and finance. Mobilization Operational Readiness Deployment Test (MORDT) inspections are conducted by COMMARFORRES. All inspection results shall be forwarded to the AC/S, G-7, 4th FSSG within 30 days of the inspection by the inspected site.

c. Headquarters Marine Corps directed inspections. Results of inspections that are conducted by organizations other than the AC/S G-7, as listed in enclosure (2), shall be reported to the AC/S G-7 within 30 days of completion by the unit inspected.

7. Notification of Inspection

a. Units will be notified of inspection by Naval Message and/or electronic mail in the format set forth in enclosure (3)

via the Battalion headquarters. Items listed below will be included in the notification.

- (1) Type of inspection/re-inspection to be performed.
- (2) The name and rank of the Senior Inspecting Officer (SIO) at each inspection site.
- (3) Tentative dates of inspection.
- (4) Appropriate CGI/AIRS checklists to be inspected.
- (5) Administrative and logistical support required from the inspected unit.

b. The technique of inspections shall depend upon the type of unit and the nature of the inspection. The SIO should, in every case, undertake the following actions:

- (1) Contact the unit commander to discuss details of the inspection.
- (2) Observe the personal appearance of Reserve and Active duty Marines throughout the inspection process.
- (3) Conduct a physical inspection of the unit's facilities and grounds.
- (4) Conduct informal interviews of randomly selected Reserve and active duty members to gauge the unit's morale.
- (5) Facilitate instructional in and out-briefs with cognizant personnel.
- (6) Ensure completion of CGI related checklists from AIRS checklists and preparation of inspection reports for the Commanding General.
- (7) Inform the unit commander of results upon completion of the inspection and provide copies of all completed checklists before departure.
- (8) Review unit's compliance with reference (d), Family Programs.

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(9) Recognize excellence.

8 Inspection Checklists

a. The AIRS contains inspection checklists updated by HQMC/MCCDC functional area sponsors and is maintained by the Inspector General of the Marine Corps (IGMC). The checklists contain those areas that should be inspected, at a minimum, in any one functional area. Although not all encompassing, AIRS checklists are intended to provide commands with basic guidelines related to day-to-day administration and operation. An index of AIRS checklist is contained in enclosure (3) and is also available at www.hqmc.usmc.mil/ig/ig.nsf. Additional checklists, identified by commodity areas, subject to inspection are posted on the 4th FSSG, G-7, website at <http://www.mfr.usmc.mil/4thfssg>.

b. Inspectors shall use inspection checklists when conducting inspections. The information contained in the checklists referred to in enclosure (3) shall be the minimum criteria used for inspecting the functional areas listed. The Commanding General may add items to the inspection checklists, if the items provide a more complete picture of the readiness status of the inspected unit. The commander of the unit being inspected may also request additional areas to be inspected.

c. A copy of the completed inspection checklists shall be provided to the commander of the inspected unit and shall form the basis for any required corrective action and/or refinement to successful programs. Inspectors shall address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

d. Group units can obtain the CGI checklists through the 4th FSSG G-7 website listed above.

9. Re-inspection Procedures

a. Re-inspections are necessary to determine the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.

(1) Units having findings or deficiencies shall submit to

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the Inspector, a Corrective Action Report, (e.g., an official evaluation by a unit's leadership addressing the results or findings in writing).

(2) At the conclusion of the inspection, the AC/S, G-7 will determine if a re-inspection is necessary, to be scheduled at his discretion. The re-inspection shall be conducted within 60-180 days of the original inspection, or as directed by the Commanding General.

b. A thorough debrief shall be provided to the unit commander concerning functional areas that need assistance after a CGI inspection. The unit may request additional assistance for re-inspection preparation through the chain of command. Group Inspectors are responsible for re-inspection.

10. CIP Inspections

a. CGI. CGI functional areas will be noted as "Mission Capable" or "Non-Mission Capable." The overall performance rating for the CGI shall also be "Mission Capable" or "Non-Mission Capable."

b. MCCRES. The overall performance rating for the MCCRES will be "Combat Ready," "Combat Ready with Discrepancies," or "Not Combat Ready."

11. Definitions

a. Core Area. Core areas are defined in reference (b), and are the following major subdivisions within the CGI: Personnel Administration, Logistics, Personnel, Training, Medical and Dental, Safety, Security, Intelligence, Command Directed and General.

b. Item. The individual line items on a checklist evaluated during an inspection, grouped by functional area.

c. Discrepancy. An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

d. Finding. A significant problem within the command that:

(1) Detracts from the command's readiness.

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(2) Involves or could lead to fraud, waste, or abuse.

(3) Involves issues of health, morale, or welfare of the unit's personnel.

(4) Significantly deviates from higher headquarters' policies and procedures.

12. Overall Inspection Results

a. CGI Evaluation. Per reference (b), the criteria for evaluating CGI's is subjective in nature. The following information is provided as a guide to the overall parameters considered by the SIO.

(1) Mission Capable. The unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(2) Non-Mission Capable. The unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, task and functions.

b. MCCRES Evaluation. The Mission Performance Standards (MPS's) and tasks used to evaluate 4th FSSG Combat Service Support Detachments (CSSD's) are contained in reference (d). 4th FSSG CSSD's undergoing MCCRES evaluations will be considered "Combat Ready," "Combat Ready with Discrepancies," or "Not-Combat Ready." Enclosure (4) outlines the MCCRES process.

(1) Combat Ready. The CSSD is able to execute and perform the requirements as noted in reference (d) and to support the MAGTF with the necessary logistics support.

(2) Combat Ready with Discrepancies. The CSSD is able to perform the requirements as noted in reference (d) with minimal difficulties and is still able to support the MAGTF with the necessary logistics support.

(3) Not-Combat Ready. The CSSD is not able to perform its assigned mission in accordance with reference (d) and does not support the MAGTF with the necessary logistics support.

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13. Action

a. AC/S, G-7

(1) Ensure that the contents of this order and references are disseminated to appropriate personnel throughout the command.

(2) Ensure that AIRS functional area checklists are utilized as the standard for the CIP.

(3) Annually perform MCCRES evaluations on the CSSD participating in CAX and FIREX evolutions.

(4) Provide an Inspection Activity Report to MARFORRES, AC/S G-7 quarterly as required by reference (c).

(5) Assume staff cognizance of the Group Command Inspection Program.

(6) Report findings to the Commanding General, and as appropriate, the Marine Forces Reserve Commanding General, and the Inspector General (IG) of the Marine Corps.

(7) Upon completion of the inspection, send the Unit Inspection Report, enclosure (5), to the unit inspected, via the Commanding General in accordance with reference (b).

b. Other General and Special Staff Officers. As directed, be prepared to assist and augment the AC/S G-7 with functional and commodity area experts in the conduct of inspections. Assist inspected commands as necessary with corrective actions after findings are reported.

c. Inspector-Instructor Staffs. As directed, be prepared to assist and augment the AC/S G-7 with functional and commodity area experts in the conduct of inspections.

d. Commanding Officers/Officers in Charge. As directed, be prepared to assist and augment the AC/S G-7 with functional and commodity area experts in the conduct of inspections.

(1) Conduct annual self-inspections using the AIRS checklists in enclosure (3).

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(2) Maintain the completed checklists on file for a period of three (3) years. These reports will be inspected as part of the 4th FSSG CGI.

(3) By 1 October each year, provide the AC/S G-7 in writing the upcoming fiscal year drill schedule. Notify the AC/S G-7 of any changes in the drill schedule throughout the year.

(4) Customize the AIRS checklist, as necessary, to create a more effective tool to assess unit performance. Ensure the minimum functional area items are included. The CG, 4th FSSG must approve all adjustments to the AIRS checklist.

14. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



P. T. MCCLENAHAN
Chief of Staff

DISTRIBUTION: A/B

COMMAND INSPECTION PROGRAM GUIDELINES

At a minimum commanders and inspectors shall consider the following when preparing for and conducting inspections:

1. The fundamental purpose of an inspection is to enhance the ability of an SMCR unit to prepare for and perform its assigned mission.
2. Inspections shall identify root causes of problems, particularly those beyond the capability of the commander to solve.
3. Inspections shall be decentralized whenever possible.
4. Inspectors shall respect and uphold the Commander's authority.
5. Inspections shall foster a climate of trust and confidence.
6. The number, frequency, and types of inspections shall be held to a minimum.
7. Duplication among inspections shall be avoided.
8. Inspections shall recognize excellence.
9. Inspections shall be positive, productive learning experiences for the Marines.
10. Inspections shall result in a written report.
11. The inspection process shall include follow-up and resolution of problems, which are beyond the ability of the inspected unit to solve.
12. The inspected unit shall report to the AC/S, G-7 in writing within 45 days, the action taken to resolve problems that are within the ability of the unit to solve.

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EXTERNAL INSPECTIONS

1. The below listed inspections or audits are scheduled or coordinated by the sponsoring agency as indicated. This list is not all encompassing. There are many other types of inspections/ audits/assistance visits, which occur that are not programmed.

<u>TYPE INSPECTION</u>	<u>SPONSORING AGENCY</u>
Marine Corps Administrative Analysis Team (MCAAT)	HQMC (Code MIF)
Child Development Program	HQMC (Code MHF)
Family Service Centers	HQMC (Code MHF)
Adequacy of Detention and Brig Spaces	HQMC (Code MHC)
Procurement Management Review	HQMC (Code LBO)
Food Management Team Analysis and Assistance Visit	HQMC (Code LFS)
Environmental	HQMC (Code LFL)
Family Housing Project Survey/Validation Visits	HQMC (Code LFF)
Facilities Management Assistance Visits (FMAT)	HQMC (Code LFF)
Major Repair/Minor Construction Project Validation Visit	HQMC (Code LFF)
Arms, Ammunition, and explosives (AA&E)	HQMC (Code POS)
Physical Security Structural Upgrade Assistance Visits	
DoD Explosives Safety Board (DDESB) Inspection	HQMC (Code ASL) and MARCORSYSCOM (Code PMAM)
Ammunition and Hazardous Materials	HQMC (Code PMAM) and MARCORSYSCOM (Code PHAM)
Explosives Safety Inspection	HQMC (Code SD)

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APPLICABLE LIST OF AIRS CHECKLISTS**FUNCTIONAL/TECHNICAL AREAS SUBJECT TO CIP INSPECTION**

1. The CGI will concentrate on core inspection program functional areas (i.e., personnel administration, logistics, personnel, training, medical and dental, safety, security, environmental compliance, intelligence and general areas mandated by external agencies/directives) as specified in enclosure (5) to reference (a).
2. All functional/technical areas delineated below are subject to inspection under the CGI. Principal staff officers who are responsible for each functional area are listed in the table and have primary responsibility to provide inspectors for each area.

<u>FUNCTIONAL AREAS/AIRS CHECKLIST</u>	<u>PRINICIPAL STAFF OFFICER</u>
Request Mast (020)	AC/S, G-7
Homosexual Conduct Policy (030)	AC/S, G-7
Career Planning (040)	AC/S, G-1
Recruiting/Reenlistment (045)	AC/S, G-1
Performance Evaluation System (063)	AC/S, G-1
Privacy Act (065)	AC/S, G-7
Military Awards (071)	AC/S, G-1
Postal Affairs (100)	AC/S, G-1
Marine Corps Personnel Sponsorship (123)	AC/S, G-1
Public Affairs (150)	AC/S, G-7
Equal Opportunity Program (190)	EOA
Substance Abuse Program (200)	AC/S, G-7
Absentee Voting Program (210)	AC/S, G-7
Oversight/Intel (240)	AC/S, G-2
Information & Personnel Security (270)	AC/S, G-1
Officer Uniform Inspection (290)	AC/S, G-7
Staff NCO Uniform Inspection (300)	AC/S, G-7
Personnel Inspection (310)	AC/S, G-7
Physical Fitness Program (340)	AC/S, G-3
Body Composition Program (350)	AC/S, G-3
Marksmanship Program (360)	AC/S, G-3
Unit Training Management (380)	AC/S, G-3
Water Safety/Survival Program (381)	AC/S, G-3
Troop Information Program (384)	AC/S, G-3

Enclosure (3)

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Physical Security & Combating Terrorism (480)	AC/S, G-2
Medical (500)	HSS
Dental (510)	HSS
NBC Defense (Individual) (930)	AC/S, G-3
SORTS (970)	AC/S, G-3
Suicide Prevention Programs (994)	AC/S, G-7
Finance (General)	AC/S, G-8
Intelligence (General)	AC/S, G-2
Maintenance (General)	AC/S, G-4
Supply (General)	AC/S, G-4

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MARINE CORPS COMBAT READINESS EVALUATION SYSTEM

1. General. Reference (d) details the mission performance standards (MPS) used to evaluate the combat readiness of combat service support units and their capability to perform during combat operations. The Commanding General, 4th FSSG requires that the command elements and detachments providing combat service support to the MAGTF for the CAX and FIREX evolutions will be evaluated using the MPS noted in reference (d).

a. The AC/S, G-7 will provide to the Combat Service Support Detachment (CSSD) Commander the MCCRES tasks to be evaluated during the conduct of the exercise. The tasks will be provided prior to the CSSD Logistics Planning Conference.

b. The actual evaluation will be conducted during the Main Body portion of the exercise.

c. The AC/S, G-7 will assemble subject matter experts (as required) to perform the evaluation of the CSSD.

d. CSSD commanders will be provided an in-brief and exit brief by the AC/S, G-7 or the senior inspector conducting the evaluation.

e. Inspectors will focus on the quality of the CSSD Operational Order (OpOrder) written to support the MAGTF OpOrder. Note that a Letter Of Instruction (LOI) is not an acceptable alternative to an OpOrder.

f. Unit commanders will ensure that crew served and individual weapons are assigned to all Marines.

g. To the maximum extent possible an unofficial copy of the MCCRES evaluation will be provided to the CSSD Commander prior to departure of the MCCRES team. The AC/S, G-7 will provide a completed copy of the inspection to the Commanding General, 4th FSSG and to the CSSD Commander being evaluated.

h. The AC/S, G-7 will provide a narrative grade to the CSSD Commander prior to departure from the exercise site. The narrative grade will be "Combat Ready," "Combat Ready with Discrepancies" or "Not Combat Ready."

Enclosure (4)

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UNITED STATES MARINE CORPS
4TH FORCE SERVICE SUPPORT GROUP
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146

5040
Insp

From: Commanding General
To: Commanding Officer, [Unit]

Subj: UNIT INSPECTION REPORT (UIR)

Ref: (a) MARCORMAN
(b) MCO 5040.6G
(c) MARFORRESO 5040.4B
(d) MCO 3501.7A

Encl: (1) Unit Inspection Report

1. Per the references, the following report is submitted.
2. A Commanding General's Inspection of [unit] was conducted on [date]. The unit [is] [is not] capable of accomplishing its mission and functions with the personnel, material, and facilities provided. [Example: Most policies and procedures in effect were in compliance with those of Marine Forces Reserve and Headquarters Marine Corps. Detailed inspections revealed that there are effective, ongoing programs in most functional areas.]
3. The unit was inspected using checklists that conform to the requirements established in references (a) and (b). A listing of functional areas inspected and results are contained in enclosure (1).
4. [Sample] All functional/technical areas received a rating of Mission Capable. You are directed to report corrective actions taken on all noted discrepancies and findings, by separate correspondence. This report is due to the Command Inspector no later than [insert date (45 days from date of inspection)].

A. B. DAVIS

Copy to:
Command Inspector

Enclosure (5)

**4TH FORCE SERVICE SUPPORT GROUP
STAFF ROUTE SHEET (REV. 01-03)**

2 OPERATION CODE										1 DATE:		
X - ORIGINATOR OF OFFICE AFFIXING ROUTING SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE				G - INFORMATION H - RETURN TO: Room I - INITIAL J - DISPOSITION K - DECISION L - RETENTION O - (OTHER)				3 SUBJECT: <div style="font-size: 1.2em; font-family: cursive;">GRUO 5040.1B</div> <div style="font-size: 1.2em; font-family: cursive;">CGIP</div>				
4 RT	5 OPR CODE	6 ADDRESSEES	7 DATE		8 INITIALS		9 NATURE OF ACTION REQUIRED	ORIGINATOR'S INITIALS	DUE DATE (if any)			
////		COMMANDING GENERAL	CG				ROUTINE					
////		DEPUTY CG	DEP				URGENT					
////		CHIEF OF STAFF	C/S									
////		SERGEANT MAJOR	SMG									
////		STAFF SECRETARY	SSEC									
		G-1	G1									
		DEPT G-1	DG1									
		ADJUTANT	ADJ									
		PERS OFFICER	PERSO									
		ADMIN CHIEF	ACH									
		PERS CHIEF	PERCF									
		G-3	G3									
		DEPT G-3	DG3									
		G-3 OPS	OPS									
		G-3 PLANS	PLNS									
		G-3 TRAINING	TRNG									
		G-3 CHIEF	G3CH									
		G-4	G-4									
		G-4 CHIEF	G4CH									
		G-6	G6									
		G-7	G7									
		EQUAL OPP ADVISOR	EOA									
		HSSO	HSSO									
		HSSO CHIEF	HSCH									
10 REMARKS AND SIGNATURE (If additional space is necessary, attach plain paper)												
1. <u>PURPOSE/SITUATION.</u> <div style="font-size: 1.2em; font-family: cursive;">Route proposed GRUO for</div> <div style="font-size: 1.2em; font-family: cursive;">Signature</div>												
2. <u>BACKGROUND.</u> 												
3. <u>DISCUSSION.</u> <div style="font-size: 1.2em; font-family: cursive; transform: rotate(-15deg);"> Sir: I have approved please Return Prior to Sign.ing. </div>												
4. <u>SUMMARY.</u> <div style="font-size: 1.2em; font-family: cursive; transform: rotate(-15deg);"> I will type the data's on the original sheet will be signed. </div>												
5. <u>RECOMMENDATION.</u> <div style="font-size: 1.5em; font-family: cursive; text-align: center;"> 10/08 Requires minor format corrections <div style="font-size: 1.2em; font-family: cursive; margin-top: 10px;"> Signature [Signature] Chief </div> </div>												
11 ACTION OFFICER (Name, Grade, Office Code, Telephone number)												
HARRIS, GYSGT, G1 x0675												